

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 46-83 5

Reason for Submission <input type="checkbox"/> Description <input type="checkbox"/> Reestablishment <input type="checkbox"/> Reorganization (Show any positions replaced)	3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Dept'l <input type="checkbox"/> Field <input type="checkbox"/> Other	4. Employing Office Location Camp Lejeune, N.C.	5. Duty Station	6. CSC Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive	13. Competitive Level Code
14. Agency Use				

E. Classified Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
1. Civil Service Commission						
2. Department, Agency, or Establishment						
3. Bureau						
4. Field Office	<i>Automotive Workshop</i>	<i>WD</i>	<i>5823</i>	<i>8</i>	<i>RS</i>	<i>8/26/83</i>
5. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____ 17. Name of Employee (if vacancy, specify) _____

18. Department, Agency, or Establishment Marine Corps Base, Camp Lejeune, N.C.	c. Third Subdivision General Services Section
a. First Subdivision Base Maintenance Division	d. Fourth Subdivision Heavy Equipment Unit
b. Second Subdivision Maintenance & Repair Branch	e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. _____ Signature of Employee (optional) _____

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor E. E. GURGANUS, Transportation Gen Frmn Signature: <i>E. E. Gurganus</i> Date: <i>8/17/83</i>	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) B. W. ELSTON, Maintenance Manager Signature: <i>B. W. Elston</i> Date: <i>8/18/83</i>
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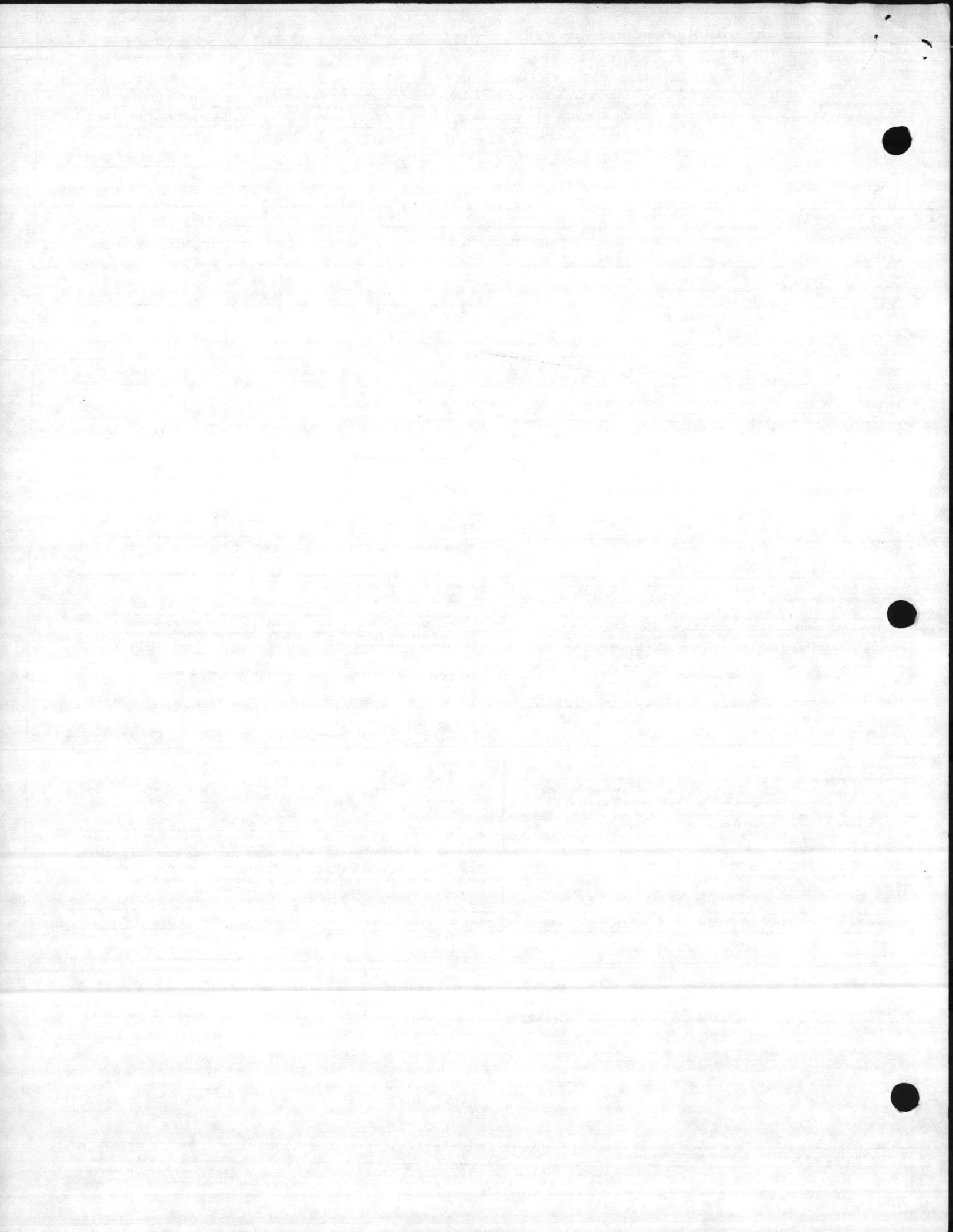
21. Classification/Job/Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.	22. Standards Used in Classifying/Grading Position FLSA: Exempt _____ CFI _____ Nonexempt <u> I </u> SPC <u> C </u> Unit Status <u> 0010 </u> BOC <u> 9 </u>
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23. Name and Title of Official Taking Action
 W. R. MARTIN
 Classification Superintendent
 Signature: *W. R. Martin* Date: *8/26/83*

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Filed



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AUTOMOTIVE WORKER

WG-5823-08

I. Introduction. This position is located in the Heavy Equipment Unit, General Services Section, Maintenance and Repair Branch, Base Maintenance Division. The purpose of the position is to perform major and minor repairs to a variety of grounds maintenance equipment, heavy mobile equipment, and insect vector control equipment. This position is of a non-sensitive nature.

II. Major Duties.

A. Repairs a variety of rubber-tired wheel tractors. Removes, replaces, and overhauls components such as carburetors, fuel pumps, water pumps, starters, generators, alternators, distributors, injectors, pumps, fuel systems, electrical systems. Replaces batteries; repairs radiators; replaces water hoses and repairs brake systems. Repairs gang mowers, rotary mowers, farm disc units, hydro clippers. Replaces hydraulic motors, hydraulic lines, belts, brackets, plugs, points, condensers, coils, wheel bearings, seals, u-joints and drive shafts.

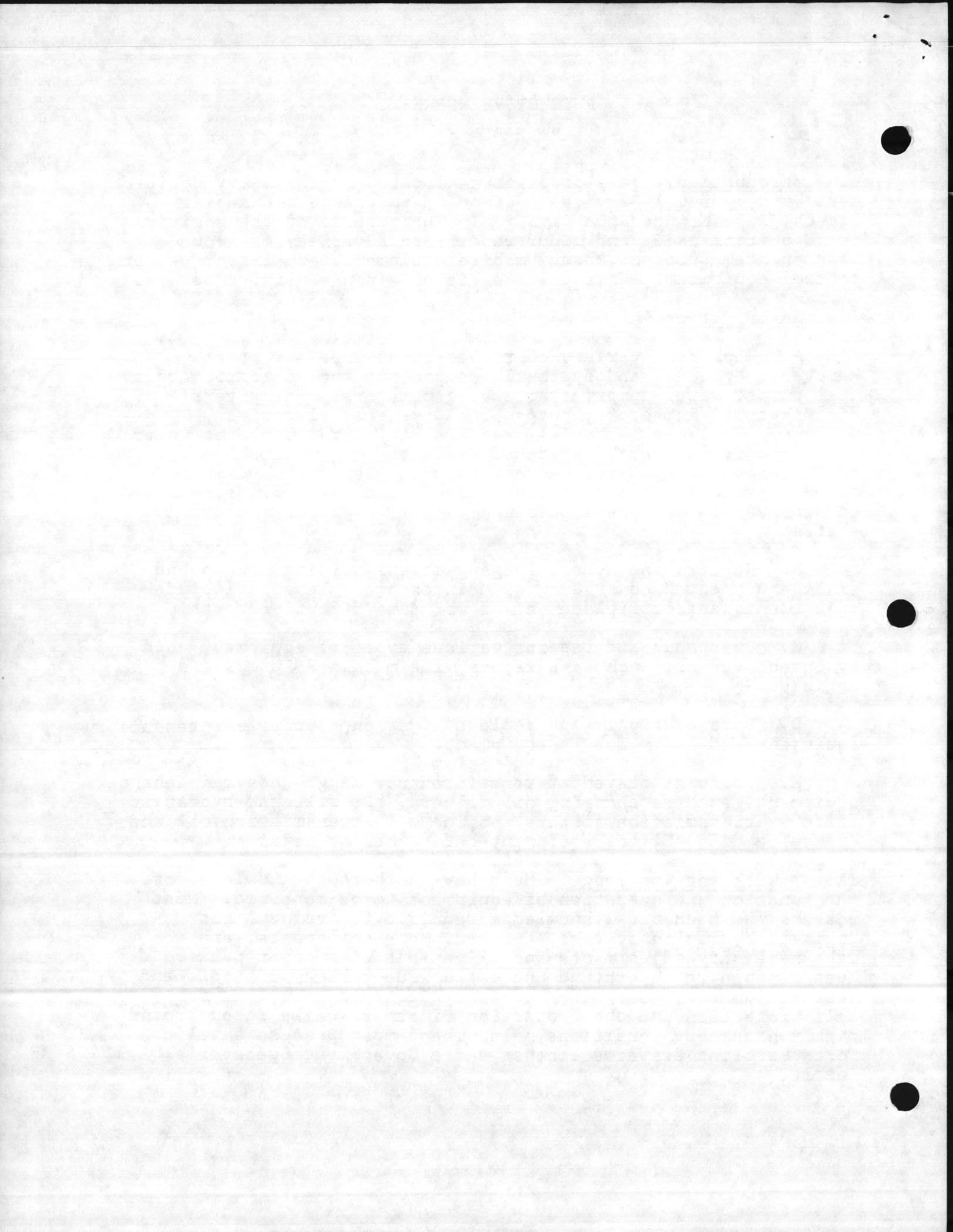
B. Repairs and overhauls gang mowers, riding mowers and small equipment used at Grounds Maintenance. Repairs include adjustments and/or replacement of worn and defective parts.

C. Overhauls and repairs various types of equipment used by Insect Vector, such as sprayers, fog machines, pumps and engines.

D. Remove, repair and replace tires on grounds maintenance equipment and heavy mobile equipment.

E. Performs preventative maintenance on grounds maintenance equipment, such as changing oil filters, air filters, hydraulic filters, transmission filters, engine oil, transmission oil and hydraulic oil. Cleans equipment before making repairs.

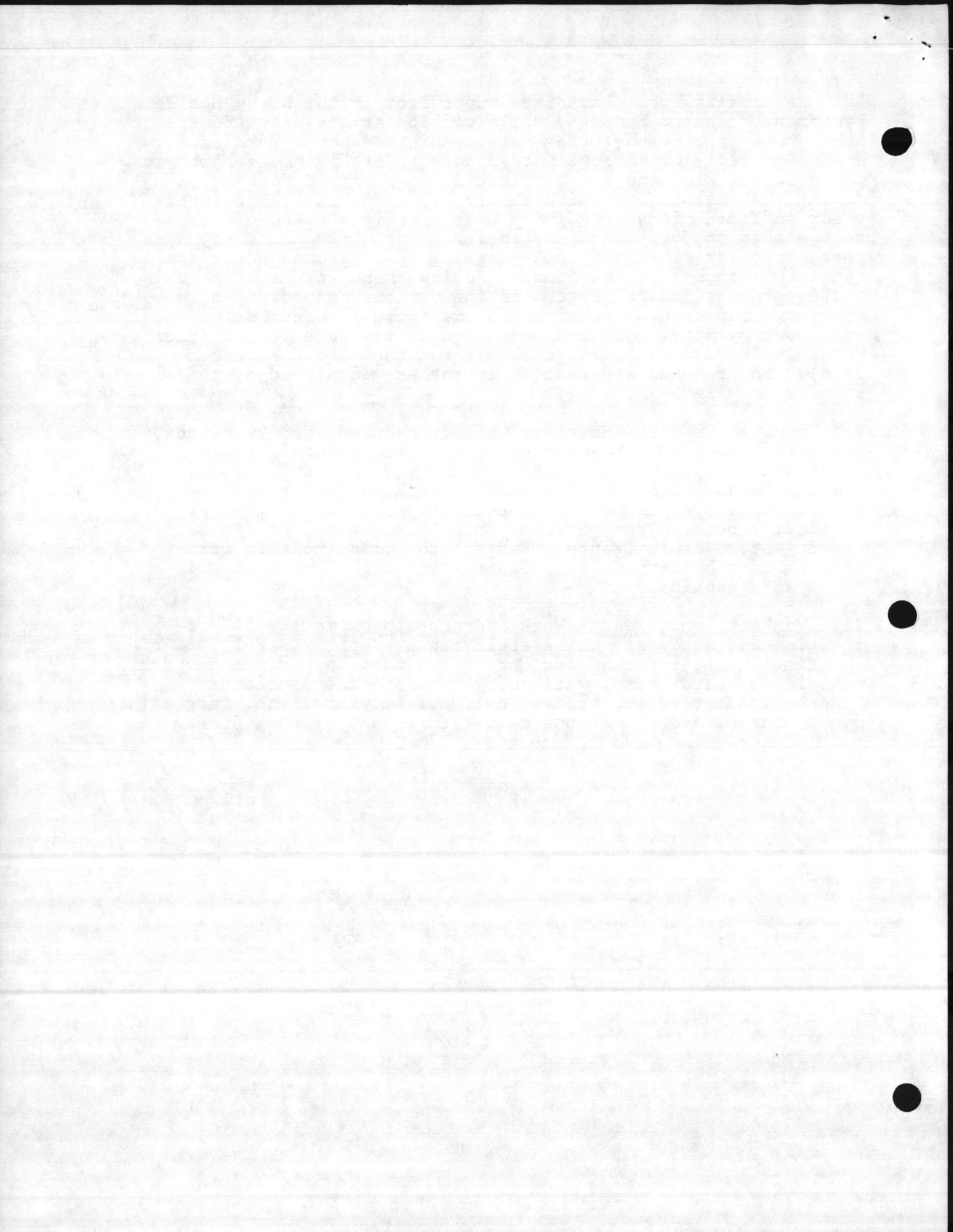
III. Skill and Knowledge. Must have a thorough knowledge of the function and operation of equipment to be repaired. Must possess the mechanical knowledge required to overhaul gas engines, hydraulic systems, and equipment components, and to make necessary adjustments and alignments with other parts. Must be able to understand and use a wide variety of tools and test equipment. Must take necessary safety precautions for self-protection and the protection of others while in or around highly hazardous conditions. Incumbent must possess a valid North Carolina driver's license and a Government Operator's Permit.



IV. Responsibility. Immediate supervisor is the Heavy Mobile Equipment Mechanic Foreman, while working at the Heavy Equipment Unit shop and the areas outside of the shop. Work is assigned orally or through work orders. Work is not subject to close supervision and the mechanic is responsible for determining the extent of repairs required. Incumbent keeps supervisor informed of the condition of the equipment and of steps being taken to correct discrepancies. Must take necessary precautions at all times while working in or around hazardous conditions such as toxic fumes. Follows manufacturers' manuals for clearances and tolerances of the various components of equipment repaired. Mechanic must meet trade standards or goals set by supervisor and observe all fire safety regulations. Mechanic is required to furnish his own tools (see attached list). Power tools and test equipment are furnished by the shop as required.

V. Physical Effort. Heaviest weights handled are 100 pounds, with help provided as required. Usual weights handled are 20 to 50 pounds. The work requires mechanics to stand, stoop, bend, stretch, climb, sit, crawl, or work in tiring and uncomfortable positions. Frequently exposed to cuts, scratches, bruises, shocks, burns, strains, highly toxic insecticides, rodenticides, or fumigants. Subject to burns and skin irritations from battery acid, poisons, hydraulic fluid, diesel fumes and gasoline.

VI. Working Conditions. Work indoors approximately 50% of the time and outdoors making field repairs approximately 50% of the time in all types of weather. Work must be performed under vehicles on hard, damp, wet, muddy, and/or sandy surfaces. Exposed to dirt, dust, grease, oil, noise, vibrations, insects, fumes, insecticides, various temperatures and exhaust fumes.



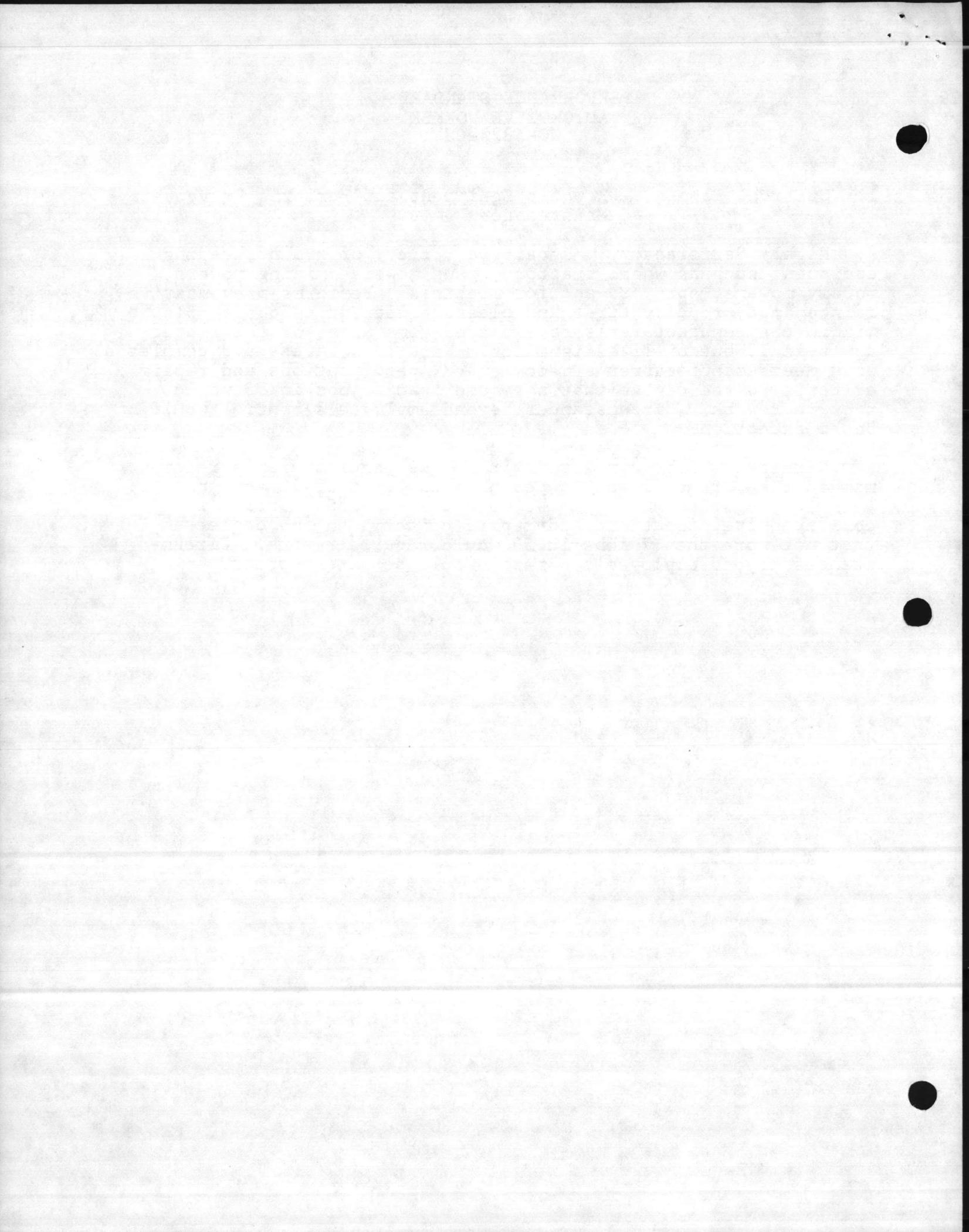
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PERFORMANCE STANDARDS
AUTOMOTIVE WORKER.
WG-5823-08

1. Critical Element: Repairs Equipment and Performs Preventative Maintenance

Highly Satisfactory: Repairs a variety of groundskeeping equipment such as wheel tractors, gang mowers, riding mowers, rotary mowers, sprayers and for machines. Performs preventative maintenance, repairs tires and cleans equipment. Jobs completed within the manufacturer's recommended time frame or the inspector's in 10 out of 12 assignments. Work in progress and completed work meets manufacturer's recommended specifications and repair criteria to the degree that not more than 3 jobs in 50 would require rework. Circumstances beyond employee's control would be an exception.

Marginal: Jobs completed within the manufacturer's recommended time frame or the inspector's in 7 out of 12 assignments. Work in progress and completed work meets manufacturer's recommended specifications and repair criteria to the degree that not more than 7 jobs in 50 would require rework. Circumstances beyond employee's control would be an exception.



POSITION DESCRIPTION (Please Read Instructions on the Back)

4570701
47-83

1. Agency Position No. 47-83

2. Reason for Submission: Redescription, Reestablishment, Other
 3. Service: New, Dept'l, Field

4. Employing Office Location: Camp Lejeune, N.C.

5. Duty Station: _____

6. CSC Certification No. _____

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Employment/Financial Stmt Required: Yes, No

9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Excepted (Specify) _____

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: Critical, Noncritical, Nonsensitive

13. Competitive Level Code: _____

14. Agency Use: _____

Replaces JD# 65-79
Automotive Mechanic
WG-5823-10

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	<u>Automotive Mechanic</u>	<u>WG</u>	<u>5823</u>	<u>10</u>	<u>ES</u>	<u>8/26/83</u>
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title): _____

17. Name of Employee (if vacancy, specify): _____

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, N.C.

a. First Subdivision: Base Maintenance Division

b. Second Subdivision: Maintenance & Repair Branch

c. Third Subdivision: General Services Section

d. Fourth Subdivision: Heavy Equipment Unit

e. Fifth Subdivision: _____

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. _____

Signature of Employee (optional): _____

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: D. R. GURGANUS, Transportation Gen Frmn

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): B. W. ELSTON, Maintenance Manager

Signature: [Signature] Date: 8-17-83

Signature: [Signature] Date: 8/18/83

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position:

FLSA: Exempt — Nonexempt ✓

CFI — SPC 2

Unit Status CCLD BOC 9

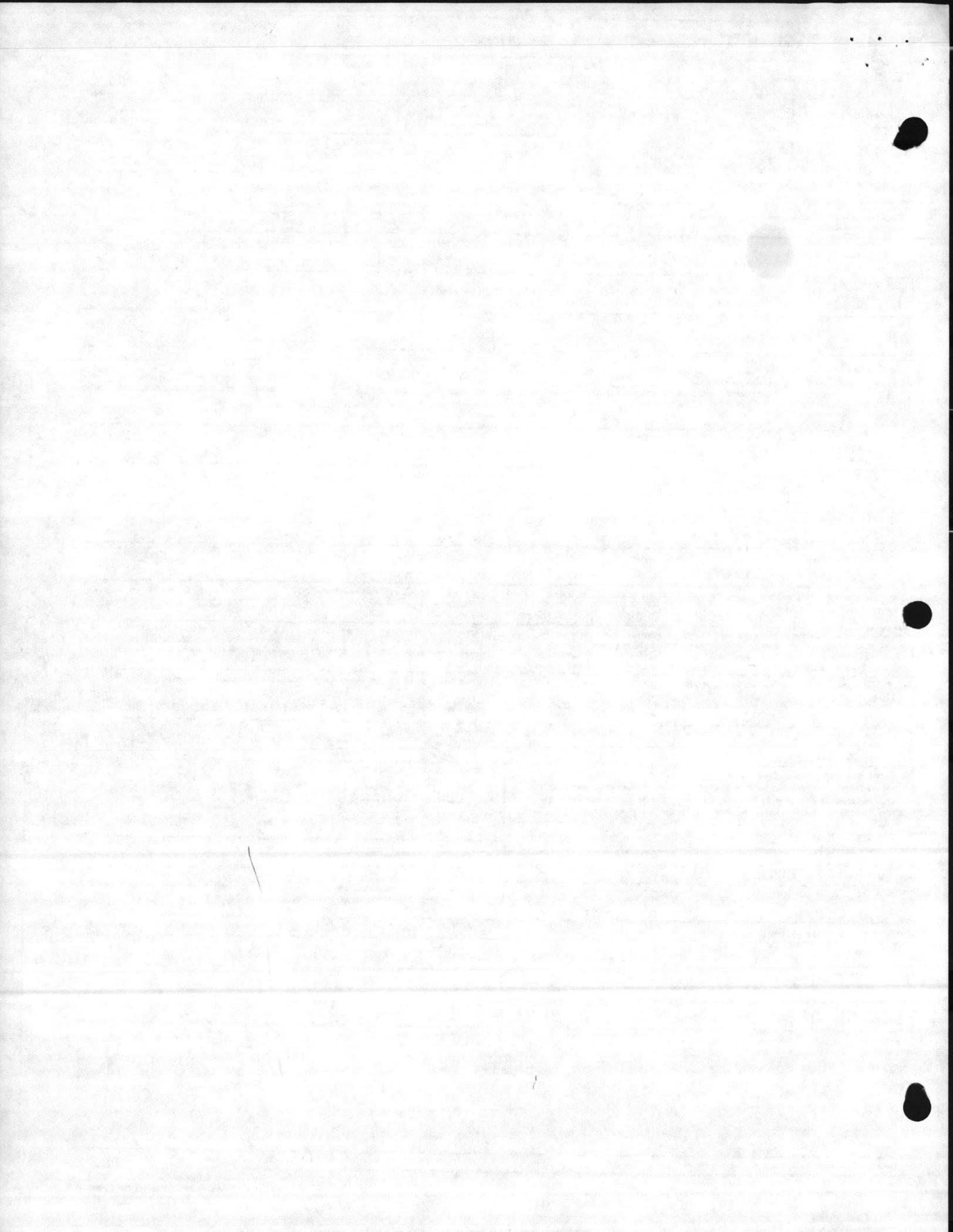
Typed Name and Title of Official Taking Action: W. R. MARTIN, Classification Superintendent

Signature: [Signature] Date: 8/26/83

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: _____



MECHANIC

AUTOMOTIVE WORKER

WG-5823-08

I. Introduction. This position is located in the Heavy Equipment Unit, General Services Section, Maintenance and Repair Branch, Base Maintenance Division. The purpose of the position is to perform major and minor repairs to a variety of grounds maintenance equipment, heavy mobile equipment, and insect vector control equipment. This position is of a non-sensitive nature.

II. Major Duties.

A. Repairs a variety of rubber-tired wheel tractors. Removes and replaces gas engines and overhauls gas and diesel engines. Replaces shafts, bearings, rings, gears, piston, rods and grind valves. Removes, replaces, and overhauls components such as carburetors, fuel pumps, water pumps, starters, generators, alternators, distributors, injectors, pumps, fuel systems, electrical systems. Replaces batteries; repairs radiators; replaces water hoses and repairs brake systems. Repairs gang mowers, rotary mowers, farm disc units, hydro clippers. Replaces hydraulic motors, hydraulic lines, belts, brackets, plugs, points, condensers, coils, wheel bearings, seals, u-joints, drive shafts, and rebuilds hydraulic motors and pumps.

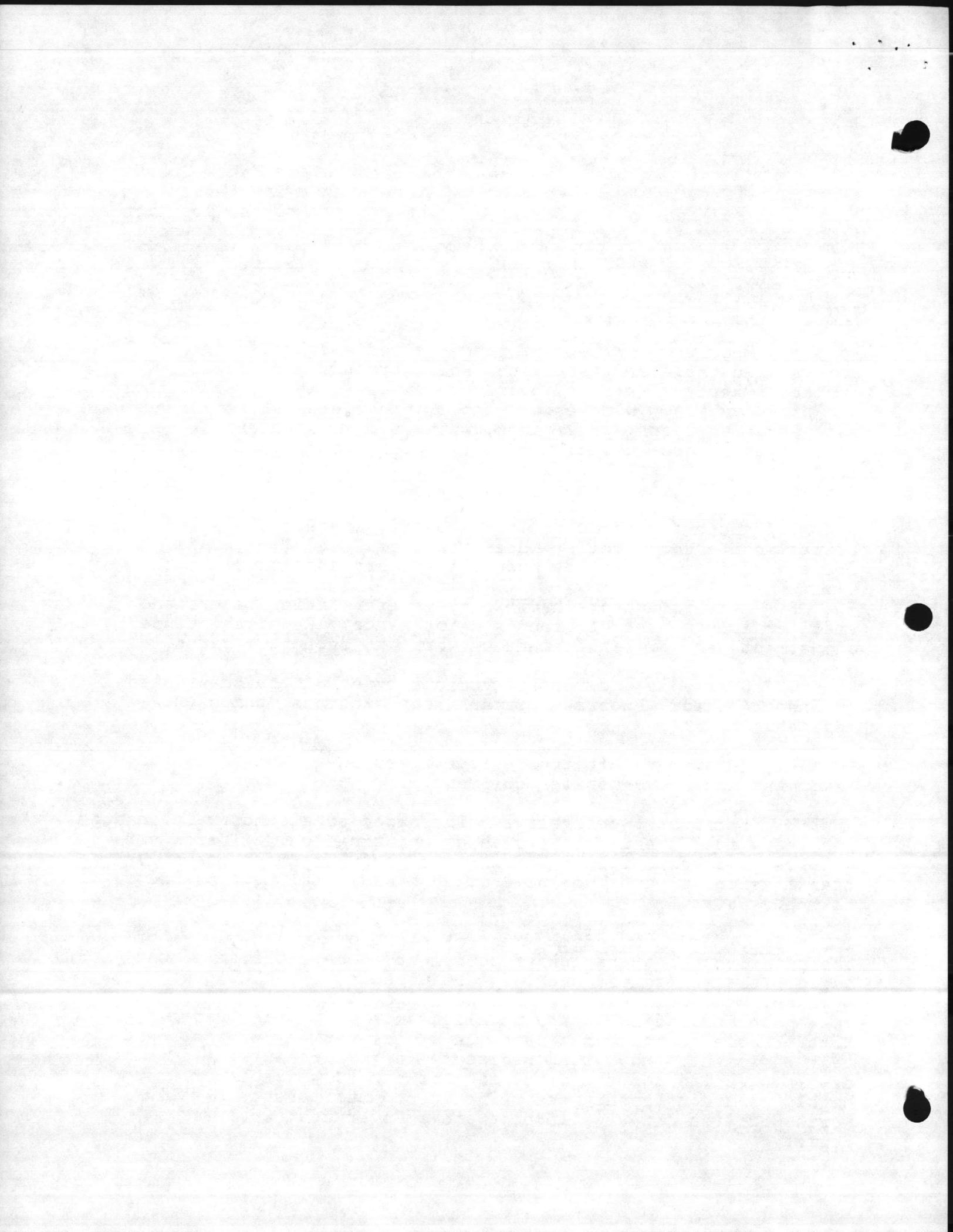
B. Repairs and overhauls gang mowers, riding mowers and small equipment used at Grounds Maintenance. Repairs include adjustments and/or replacement of worn and defective parts.

C. Overhauls and repairs various types of equipment used by Insect Vector, such as sprayers, fog machines, pumps and engines.

D. Remove, repair and replace tires on ground maintenance equipment and heavy mobile equipment.

E. Performs preventative maintenance on grounds maintenance and heavy mobile equipment, such as changing oil filters, air filters, hydraulic filters, transmission filters, engine oil, transmission oil and hydraulic oil. Cleans equipment before making repairs.

III. Skill and Knowledge. Must have a thorough knowledge of the function and operation of equipment to be repaired. Must possess the mechanical knowledge required to overhaul gas engines, hydraulic systems, and equipment components, and to make necessary adjustments and alignments with other parts. Must be able to understand and use a wide variety of tools and test equipment. Must take necessary safety precautions for self-protection and the protection of others while in or around highly hazardous conditions. Incumbent must possess a valid North Carolina driver's license and a Government Operator's Permit.



IV. Responsibility. Immediate supervisor is the Heavy Mobile Equipment Mechanic Foreman, while working at the Heavy Equipment Unit shop and the areas outside of the shop. Work is assigned orally or through work orders. Work is not subject to close supervision and the mechanic is responsible for determining the extent of repairs required. Incumbent keeps supervisor informed of the condition of the equipment and of steps being taken to correct discrepancies. Must take necessary precautions at all times while working in or around hazardous conditions such as toxic fumes. Follows manufacturer's manuals for clearances and tolerances of the various components of equipment repaired. Mechanic must meet trade standards or goals set by supervisor and observe all fire safety regulations. Mechanic is required to furnish his own tools (see attached list). Power tools and test equipment are furnished by the shop as required.

V. Physical Effort. Heaviest weights handled are 100 pounds, with help provided as required. Usual weights handled are 20 to 50 pounds. The work requires mechanics to stand, stoop, bend, stretch, climb, sit, crawl, or work in tiring and uncomfortable positions. Frequently exposed to cuts, scratches, bruises, shocks, burns, strains, highly toxic insecticides, rodenticides, or fumigants. Subject to burns and skin irritations from battery acid, poisons, hydraulic fluid, diesel fumes and gasoline.

VI. Working Conditions. Work indoors approximately 50% of the time and outdoors making field repairs approximately 50% of the time in all types of weather. Work must be performed under vehicles on hard, damp, wet, muddy, and/or sandy surfaces. Exposed to dirt, dust, grease, oil, noise, vibrations, insects, fumes, insecticides, various temperatures and exhaust fumes.

